



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

January 17, 2017

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman - Absent
Tom DiCristofaro
Ron Marvel
Lynn Truitt - Skype
Marvin C. Sharp
Joseph M. Zeroles

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director - Absent
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Lou Amabili, Hockessin Fire Co.
Anthony R. Guzzo, Hockessin Fire Co.
Ted Walius, DVFA
Richard Perillo, Brandywine Hundred Fire Co.
Warren Jones, DVFA
Robert Quillen, Jr. Hartly Fire Company.
William Kelly, Hartly Fire Company

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF DECEMBER 20, 2016 COMMISSION MEETING MINUTES

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Zeroles that the minutes of the December 20, 2016 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle introduced Tom Kappa as the newly hired Fire Inspector (Day Care) position. He will began work on January 9, 2017. He is retiring from a long and successful carrier with Wilmington Fire Department. He has worked as a casual/seasonal inspector for the agency in past years. He is familiar with the operation and will be an asset to the agency.

Fire Marshal Ingle updated commissioners on the vacant Deputy Fire Marshal positions. Two conditional offers have been made for vacancies in New Castle and Kent County. They will both be on board once final testing results are received.

As a result of a retirement, Fire Marshal Ingle requested to fill a vacant Office Manager position in New Castle County. It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to authorize Fire Marshal Ingle to interview and hire for any vacant positions the agency has. Motion carried by a unanimous vote.

Susan Givens, Office Manager in the Georgetown office is on medical leave for approximately 4 – 6 weeks.

Renee Hayes, Fire Protections Specialist II is on medical leave and expected to return next week.

Personnel Items cont.

The vacant Administrative Specialist I vacancy has been filled in Kent County by Renee Walls. She will begin the position on January 23, 2017.

Bill Anderson submitted a retirement letter to Fire Marshal Ingle. He will be missed as an asset to the agency.

Fire Fatalities

Fire Marshal Ingle reported there were nine fire fatalities in 2016. Four of the fatalities had working smoke alarms and five did not. Five of the six incidents remain either under investigation or are in the court process.

The first fire fatality of 2017 occurred on Saturday, January 14, 2017. Around 10:30 PM, Bridgeville Fire Co. was dispatched to a structure fire on the unit block of High St., Bridgeville. A male victim was unable to escape from the fire and was pronounced deceased at the scene. There were other victims who were able to escape with no injuries. According to fire department personnel smoke alarms were sounding and a preliminary investigation confirmed the same. The incident is currently under investigation and no further information is available at this time.

DTI Update

Fire Marshal Ingle reported that they are moving ahead with the rewrite of agency programs. Testing of the programs will begin in the next couple of weeks.

Residential Sprinkler Update

Fire Marshal Ingle attended a meeting the Delaware Fire Sprinkler Coalition and Home Builders Association. Several builders have requested brochures so they have been put out on the website.

JV Trailer

Fire Marshal Ingle is donating the Juvenile Program trailer to the Delaware State Fire School. The trailer has been rarely used in the last several years and Fire Marshal Ingle feels it will be better utilized with the Fire School.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
85 %

DELINQUENT DEPARTMENTS

New Castle County	
Cranston Heights	September - November
Delaware City	November
Belvedere	November
Kent County	
Cheswold	October – November
Robbins Hose	October – November
Little Creek	May – November
Magnolia	September - November
Sussex County	
Ellendale	September – November
Laurel	November

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
3	2	3	1

Source: DFIRS Incidents received as of 1/05/17.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Protocols – Director Newnam thanked commissioners for their support during the Protocol update process.
 - 1353 completed the online course, 44 students failed twice, 38 EMTs took class January
 - 152 EMTs decertified – lack of protocols
 - 1401 Current Delaware EMTs - 638 scheduled for re-cert March 31st
- Wilmington Fire Department has requested a recruit class. Director Newnam stated the school is working with them to schedule that in April.
- Clinical Laboratory Improvement Amendments (CLIA) Waiver filed by DSFS for Fire Service
- EMT notices have been mailed to the expiring EMTs. Re-cert applications are being received.
- SCBA project - loan approved and signed, PO requested for down payment and order placement
- Request of Kent County for a variance for a new fire simulator trailer. Fire School lot coverage was found to not encroach on wetlands by Facilities Management and Becker-Morgan.
- Director Newnam announced that there are new aerial pictures of the Fire School Center and Divisions hung in cafeteria showing the changes over the years.
- Libby Carey who was employed on June 16, 2002 by the Fire School has taken a position with the Fire Prevention Commission. She will begin those duties on January 23, 2017. This will leave a vacancy for an Administrative Specialist position. It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to advertise and hire for the vacancy of Administrative Specialist II and the same if the current Administrative I position becomes vacant. Motion carried by a unanimous vote.
- Proposed Budget – Director Newnam reported that the Fire School took cuts in personnel, equipment funding and energy.

Staff Activities

- AFG Peer review were attended by Senior Instructors Brennan and Lowe.
- Pro-Board Conference – San Diego, Senior Instructor Lowe
- Motorsports Safety Conference - Charlotte, NC – Charlotte, NC – Senior Instructor Wilson
- State Mayday Committee – Chairman, Senior Instructor Wilson
- Scheduled Staff review of Protocols – materials and operations – EMT staff
- National Center for Fire and Life Safety, Heroes Activity Center Advisory Council – Training Educator O'Malley

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Fire Ground Operations – Size-up, 19 students (15)
 - Note: conducted class Sta. 73 – 14 students
 - Fire Officer II, Blended program – 5 students
 - ICS 300, 11 students (16)
 - NFA Leadership I, 10 students (21) last year was Chief Officer I
 - ICS 400, 4 students (4)
 - Methods of Instruction, 20 students (15)
 - EVO course – KCD, 26 students (46)
 - Instructor and Instructor Aide workshops scheduled – January 29th
 - Officer Seminar – January 28th, speaker Past Chief – Brian McQueen will be discussing firefighter cancer– 22 students (42)

EMS

- Current Month
 - CEU programs – 2 scheduled (9)
 - Protocols, held Jan. 3&4th – 38 students
 - AHA Instructor update – 78 Instructors
 - EMT classes – NCD, 25 students, KCD, 25 students, SCD, 23 students
 - EMR course – NCD, 1 students, KCD, 22 students, SCD, 3 students
 - EMT – Delaware Refresher, NCD, 25 students, KCD, 19 students, SCD, 19 students
 - EMT – Delaware Refresher – weekday KCD – 27 students

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 7 scheduled (6)
 - Injury Prevention Programs – (2)

Maintenance – Building and Grounds

- Serviced 60 SCBA units
- Painted door frames
- Loft in the former rear projection room/Fire Safety supplies – for Injury Prevention

Financial

- Past Due Billings
 - 30 days – 22,853.00
 - 60 days – 3,230.00
 - 90 days – 10,626.00
- 20678 Tuition Fund – 761,055.00
- Accounts receivable – 137,587.00
- Revenue Comparison
 - Tuition – 2017 – 61,345.50, 2016 – 61,672.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – No report for July is provided to the State.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

REPORT OF BLS MEDICAL DIRECTOR

The Protocols went through a minor update and went live on January 1, 2017. Both ALS and BLS are in effect.

BLS albuterol pilot program: A second abstract regarding the success of the DE albuterol pilot program success will be presented next week in New Orleans at the National Association of EMS Physicians Conference. Dr. Matthews thanked all of the trainers and providers that made this the success it is today.

DEMERS will be going out for RFP as required every five years. There will not be any anticipated changes.

A draft of the Delaware Emergency Medical Services Response to Medical Aid Units and Physician Offices was distributed for review. This is primarily a New Castle County concern. It was approved by the County Paramedic Chiefs and EMS Medical Directors. It has been presented to the State Fire Prevention Commission for comment. Deputy Attorney General Davis will review the document.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

15 Annual Ambulance Unit Inspections
3 New Unit Inspections
4 Complaints Received
4 Arrest Notifications were received.
0 Self Report

Request Closure on Case No. 1609. The EMT was suspended by Commission based on court documentation. The charges are being dismissed due to failure of witness cooperation. This resulted in the complaint against the Respondent's EMT license to be withdrawn. It was moved by Commissioner Dicristofaro, seconded by Commission Marvel to close case No. 1609 per the Investigators recommendation. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

Request Closure on Case No. 1613. This EMT interfered with a police officer during the course of arresting her son. Those charges have been nolle prosequi through court proceedings. For this reason, the Investigator request the close of case 1613. It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to close case No. 1613 per the Investigators recommendation. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

Mr. Truax requested a Commission hearing in February for Case No. 1615. Both arrest charges and review by the prosecuting Deputy Attorney General find a hearing to be in order. It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to set a hearing date for the February meeting. Motion carried by a unanimous vote.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER cont.

Mr. Truax reviewed an Emergency EMT Suspension formally made by the Office of Emergency Medical Services for 30 days. Case No. 1618 was brought before the Commission to determine if an additional 30 day suspension is necessary by the Commission. The initial OEMS suspension was made on January 3, 2017. An additional suspension by the Commission will leave the EMT suspended until March 3, 2017.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to extend the suspension for 30 days until March 3, 2016 for the purpose of public safety. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

It was moved by Commissioner Marvel, seconded by Commissioner Dicristofaro to alter the regular order of business by moving the Executive Session to the end of the agenda for purpose of time. Motion carried by a unanimous vote.

REGULAR SESSION

ACTION ITEMS

Scratch Rate Update

Commissioner Dicristofaro gave a quarterly and an annual scratch rate update per county. One company was found to be above the 9% scratch rate twice within the last cycle. After discussion, it was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to send a letter to Marydel Fire Company making them aware they are over the 9% acceptable scratch rate twice within the last quarter. Motion carried by a unanimous vote.

Minquas Fire Company Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to grant the requested 30 day audit submission extension. Motion carried by a unanimous vote.

Case No. 1614 – Possible Suspension Due to Indictment

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to take the advice of the Commissioner prosecuting Deputy Attorney General and Investigator to temporarily suspend the EMT in Case No. 1614 until the complaint is resolved. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

Audit Committee Appointment – Sussex County

It was moved by Commissioner Marvel, seconded by Commissioner Zeroles to appoint Ron O’Neal to the State Fire Prevention Commission to the Audit Compliance Committee for the 2017 audit cycle. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

Ambulance Fund Distribution – Approval

Ms. Lambertson reported on the distribution figures for the second 2016 distribution of Vol. Ambulance Company Fund. It was moved by Commissioner Marvel, seconded by Commissioner Zeroles to distribute the second distribution of 2016. Motion carried by a roll call vote.

Commissioner Zeroles -	Yes
Commissioner Marvel -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Sharp -	Yes
Chairman Roberts -	Yes

Marydel Fire Company – Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to grant Marydel Fire Company Audit Extension request until February 1, 2017. Motion carried by a unanimous vote.

Hartly Fire Company – Audit Extension Request

Robert Quillan of Hartly Fire Company reviewed the extension request with the Commission. It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to grant Hartly the 30 day extension they requested. Motion carried by a unanimous vote.

NEW BUSINESS

Delinquent Audit Reports

Ms. Lambertson reported that Mid Sussex Rescue Squad and American Legion – Smyrna were delinquent in submitting their audits. The audits were due on January 15, 2017 and had not been received by time of this meeting. It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to schedule a hearing for American Legion – Smyrna and Mid Sussex Rescue Squad in February. Motion carried by a unanimous vote.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to enter into Executive Session at 10:24 a.m. for the purpose of discussing pending litigation. Motion carried by a unanimous vote.

EXECUTIVE SESSION

It was moved by Commissioner Dicristofaro, seconded by Commissioner Zeroles to exit executive session at 10:35 a.m. Motion carried by a unanimous vote.

REGULAR BUSINESS

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman David J. Roberts

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

Vice Chairman Alan Robinson

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Citizens Hose Company Meeting and Citizens Hose Fire Company Board of Directors' Meeting.

Commissioner Joseph M. Zeroles

Commissioner Zeroles reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Volunteer Firefighters Association Meeting, and the New Castle County Volunteer Firefighters Association Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Seaford Fire Company Meeting, Commission Interviews, New Castle County Meeting and Lewes Fire Company Banquet.

DATE OF NEXT MEETING

February 21, 2017 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Zeroles that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

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